



## Océ Posterizer™ Pro Client

POP into retail



**User manual**  
**Application guide**

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# **Chapter 1**

## **Preface**

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# Notes for the reader

## Introduction

This manual helps you to use Posterizer Pro. The manual contains a description of the product and guidelines to use and operate Posterizer Pro.

## Definition

### Attention-Getters



Parts of this user manual require your special attention. These parts can provide the following:

- Additional general information, for example information that is useful when you perform a task
- Information to prevent property damage.

## Note, Attention, and Caution

The words **Note** and **Attention** draw your attention to important information.

The attention-getters with the corresponding icons

Word	Icon	Indicates
<b>Note</b>		Tips or additional information about the correct operation of the product.
<b>Attention</b>		Information to prevent property damage, for example damage to the product or files.





# **Chapter 2**

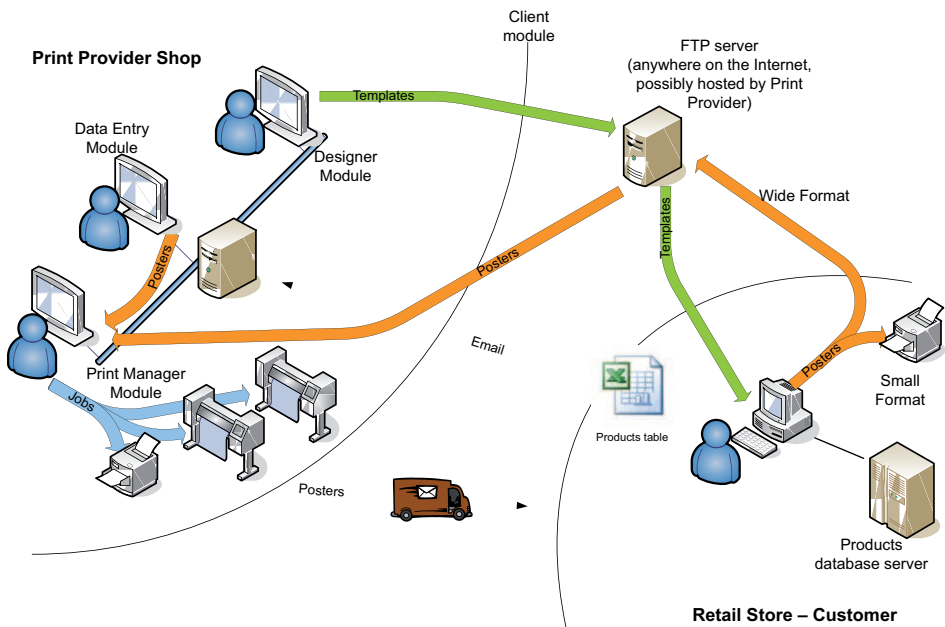
## **Océ Posterizer Pro - Presentation**

## Océ Posterizer Client

### Introduction

Océ Posterizer Client is typically run at the retailer place to streamline the workflow with his printed POP (Point Of Purchase) signage provider, when the print provider is equipped with Posterizer Pro software.

### Illustration



Océ Posterizer Client allows the retailer to:

- Generate a poster from a template
- Send posters for printing (either at the print provider or locally)
- Get updated templates from the print provider


# **Chapter 3**

## **Install and configure the Client**

# Compatibility and requirements

## Hardware and software requirements

### Hardware requirements

Processor	1.6 GHz or more
Memory	2 GBytes or more
Disk space	200 MB for software installation 1 GB free space recommended to run the application   <b>Note:</b> The actual amount of disk space needed to run the application depends on the volume and type of data processed
Display	1024x768 or higher
Network	Broadband (2 Mbit/s or more) Connection to the Internet FTP traffic allowed

### Operating System

- Windows XP (SP2 or higher) Professional
- Windows Vista (Business or Ultimate), 32 bits
- Windows 7 (Professional, Enterprise or Ultimate), 32 bits
- Windows 7 (Professional, Enterprise or Ultimate), 64 bits (the software will run in 32 bits compatibility mode)

Language of the Operating system: English, French, German, Dutch or Spanish

# Install the Client

## Install and configure the Client application

### Introduction

There are two ways to install the Client according to the elements your print provider sent:

- Installation from the complete installation package (including or not including the license)  
Install the .exe file and all the application will be completely configured.
- Installation using the the standard installation package for the Client, the configuration file and the license.  
Install the application and then install the license and the configuration file.

### Before you begin

- If you received the installation package without a dongle, make sure you sent the Physical Address (Host ID) of your workstation to your print provider to get a license.
- Log in with the Administrator profile
- During the activation, make sure that the workstation is connected to the network. That workstation must use the same adapter whose Physical Address was communicated in the license file request.

### Required tool

- Internet access, from the workstation, to the FTP server used to exchange information with the print provider
- The complete and customized installation package for the Client or the standard installation package
- The license file when needed
- The configuration file when needed
- The dongle when needed

### Install the application

1. Double-click the .EXE file to run it.  
A wizard opens.
2. Select your language

3. Accept the license agreement
4. Read the installation notes and check the software and hardware requirements
5. Follow the instructions of the wizard and install the application:
  - for all the users on this computer
  - only for the current profile (Administrator only, not recommended)
6. Select a destination folder on which the users have Read/Write rights
7. Click 'Finish' and view the Readme file  
The application is installed and shortcuts are created.
8. If you use a dongle, connect it to the workstation.

### Activate the application (when needed)

1. Double-click the shortcut icon to run the application
2. An activation window opens
3. Browse to the license file
4. Open it  
The license is installed

### Import the configuration file (when needed)

At first start of the application, a pop up prompts you to import the configuration file. Select the configuration file and import the .ini file. You can also do it later:

1. In the top menu, select 'Tools'
2. Select 'Import Client configuration'
3. Browse to the .ini file (configuration settings) provided by the print provider
4. Click 'OK' to open it
5. Confirm the installation  
The configuration settings are imported.
6. From the FTP menu, check that the 'Chart FTP settings...' and the 'Poster FTP settings' are filled in.  
Adjust the proxy settings when needed.
7. From the 'Configuration' menu, check the 'Application folders...'

### Check the 'Store code'

1. Jointly with the print provider, define a UNIQUE 'Store code' that will identify the posters sent by this Client
2. In the 'Store code' window, check or enter the code
3. In the application, open the 'Configuration' menu

4. Select 'Store information...'
5. Fill in the information about the store

## Result

The Client is configured. It automatically checks the content of the FTP folder and downloads the chart when it is available on the FTP server.

Select one of the available templates to create, fill in and send for printing (locally or at print provider's) one or several posters.

When needed, you can download the chart afterwards.

## Download the chart

The print provider shares the custom chart containing templates, formulas, fonts...on the FTP server.

1. In the top menu select FTP
  2. Select 'Graphical chart' and 'Download chart from FTP...'
- All the elements of the charts are downloaded locally.

# Update the application

## Introduction

Start the installation of a new version of the application to launch the update.

1. Double click on the setup.exe file to start the installation of the new application
2. The installer detects that a previous version is installed.  
The update notification window opens and proposes to update the application.
3. Click 'Yes' to start the update

## Result

The configuration, user preferences, pending jobs (active and inactive jobs) are conserved in the user's Posterizer folder.



# Uninstall the software

## Introduction

You can partially or fully uninstall the software from a workstation

## Before you begin

Log in with the Administrator profile

## Uninstall the software

Remove the program from the Control Panel ('Add or Remove Programs') or

1. Go to the Posterizer installation folder
2. Double click on 'Setup.exe'
3. Select 'Remove'

## Remove the related folders and files

To remove all traces of the software, you can also:

1. Delete the Oce\Posterizer folder containing the configuration files (defined during the installation procedure)
2. Delete the Posterizer folder in the 'Temp' folder:  
In the Windows start menu, select 'Run', type "%temp%". Locate the Posterizer folder in the list and delete it.

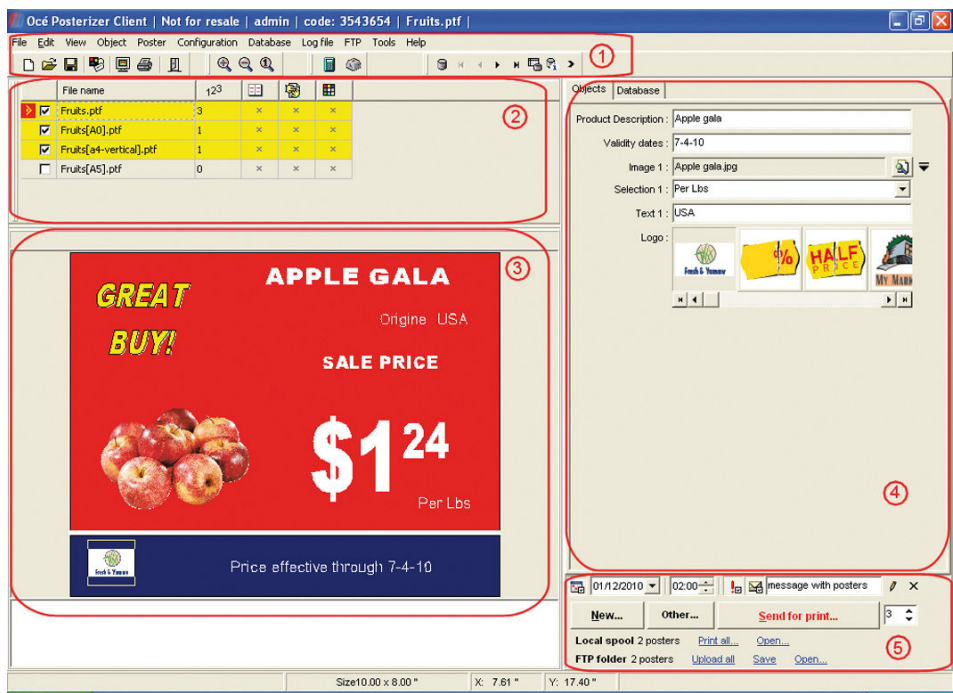
# Set the Client interface

## Interface of the Client module

### Introduction

The Client module is made of 5 main parts

### Illustration



[4] Client UI

1	<div>The top menu and the toolbar from which you can:<ul style="list-style-type: none"><li>- Configure the application settings</li><li>- Set the poster and objects settings</li><li>- Connect to a database</li><li>- View and manage the logfile</li></ul></div>
---	---

2	<p>The associated templates panel, where you can:</p> <ul style="list-style-type: none"> <li>- Select one or several associated templates to print posters with same content but different layout</li> <li>- set the settings for each selected template: number of copies, sleeve, double-sided option, background color (according to the template settings)</li> </ul>
3	<p>The poster preview panel where you can:</p> <ul style="list-style-type: none"> <li>- Select the objects to highlight them in the poster data panel</li> <li>- Preview the content of the poster</li> <li>- Preview the poster template settings</li> </ul>
4	<p>The poster data panel where you can:</p> <ul style="list-style-type: none"> <li>- Fill in the poster data fields</li> <li>- View, filter and select the products from a database</li> </ul>
5	<p>The print panel where you can:</p> <ul style="list-style-type: none"> <li>- Send the poster or set of posters for printing to the local spool or to the FTP folder</li> <li>- Add a message for the print provider</li> <li>- Indicate a priority job or request the print provider to defer the job</li> <li>- Check all posters sent to the local spool</li> <li>- Check all posters to be uploaded to the FTP folder</li> <li>- Activate the printing of the posters stored in the local spool</li> <li>- Upload the posters to the FTP folder in order to be processed by the print provider</li> <li>- Open or save the posters</li> </ul>

## Get to know the main concepts

### Definition

To use the Client , you must understand some basic concepts.

### 'Chart'

It is a repository of folders created by the print provider.

A chart gathers the main elements you need to create a poster.

Those elements are the templates themselves, the fonts, the formulas, the images, the database -if any- and the posters.

### 'Template'

A template is a model of poster. It describes the graphical elements of the poster. Those are objects that you can modify or not.

Associated templates are templates that share the same objects structure. You use them to create at once several posters of different sizes and/or layout with the same product information

### 'Object'

The objects compose a template. There are six objects categories:

- 'Text' objects
- 'Price' object
- 'Formula' object
- 'Image' objects
- 'Shape' objects
- 'Barcode' objects

### 'Sleeve'

In a shop, a sleeve is a pouch, with transparent areas, used to display and protect a poster. On a sleeve, there can be some fixed text or graphics that, then, do not need to be printed on each poster.

In Posterizer Pro, a template can have the 'Sleeve' attribute. This means the template is designed to prepare posters that will be displayed in a sleeve.

As a consequence, in such a poster, some objects will be marked as 'Sleeve' objects: they have the 'Sleeve' attribute enabled. This means that these objects do not have to be printed.

- It is possible to preview the poster or to make a test print with it. You can see how the poster will look like when displayed in its sleeve.
- The 'Sleeve' attribute can also be used to print posters on preprinted material.

## Set the customized settings and the user interface preferences

### Purpose

Configure the application settings to display the default settings and the user interface the way you want.

### Set the customized settings

1. In the top menu, select 'Configuration'
2. In 'Customize...' set the following settings:
  - The maximum 'Copy count' for a poster
  - The measurements 'Units'
  - The 'User interface language'

### Set the user interface preferences

1. In the top menu select 'View'
2. Set the way to display the application user interface:
  - Select 'Highlight required objects' to display in red (in the poster data panel) the poster fields set as required in the template
  - Check 'Messages' to display the 'Messages' panel.  
Any text message (\*.mess) stored in the 'Chart/Messages' (or 'Messages') folder will be displayed in this panel when opening the application for this environment.
  - Select the position of the preview panel
  - Select the toolbars you want to display in the user interface

---

## Set the application default behavior

### Purpose

Configure the way the application behaves when it opens a template, and when it sends a poster for printing.

### Set the sleeve settings

1. Close any open poster
2. In the top menu select 'View'
3. Select 'Sleeve...'
4. Set whether the sleeves are enabled when you open a template and how they are displayed in the preview panel

### Set the behavior of the template data

1. In the top menu select 'View'
2. Select 'Maintain poster data...'
3. In the 'Poster data' window define the content of a poster when you open a template:
  - the data from the template ('Maintain template data')
  - the data from the last poster ('Maintain entered data')
  - no data ('Clear all data')



#### *Note:*

These options are applicable only to fields that are not connected to a database. Fields connected to a database are always and automatically filled in (when the database is connected).

4. Set the content and properties of the poster after you sent the poster for printing:
  - Keep or erase the poster data content ('Clear all data')In that case, only the data you locked on the poster data panel (green padlock) will remain.
  - Keep or reset the copy count

### Illustration



A screenshot of a form with several input fields. The fields are labeled 'Field 1', 'Field 2', 'Field 3', 'Period', and 'Company name'. The values are 'SUMMER', 'SALE', 'UP TO', 'JULY 16 - 29 ONLY', and 'EVE' respectively. A green padlock icon is visible next to the 'Period' field, indicating it is locked. The 'Percentage' field is set to '50'.

[5] Locked content

### Lock poster data

To keep poster data from one poster to another you can lock them:

1. In the poster data panel, click on the name of the field for which you want to keep the data
  2. A green padlock is displayed in front of the selected field
- When you selected 'Clear all data' in the 'After sending to the Print Manager' section of the 'Poster data', only the data in the fields with the green lock will remain.

### Shortcuts to perform actions on poster data

1. In the top menu, select 'Edit'
  2. Select 'Plus'
- You find the shortcuts to:
- 'Clear poster data'
  - Clear the data of the following poster you will open
  - Fill in all the decimal fields with '00'
  - Fill in all the fields with 'lorem ipsum' dummy content
  - 'Clear image cache lists'



## Set the Store code for the Print Manager

### Purpose

For your communication with the print provider (Print Manager module), it is important that your 'Store code' and your store information are correctly defined.

This information is used by the print provider when dealing with your posters:

- the print provider knows who to contact in your company
- the print provider knows how and where to ship your posters

### Check the 'Store code'

1. Jointly with the print provider, define a UNIQUE 'Store code' that will identify the posters sent by this Client
2. In the 'Store code' window, check or enter the code
3. In the application, open the 'Configuration' menu
4. Select 'Store information...'
5. Fill in the information about the store

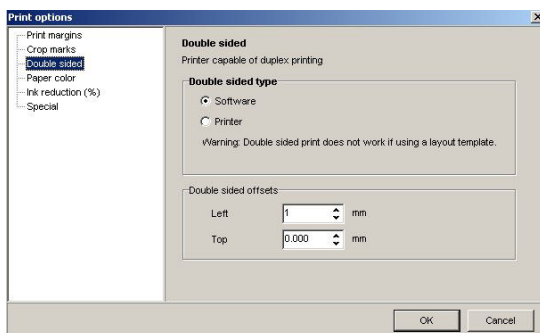
# Configure a local printer

## Install and configure a printer for a local print

### Introduction


You can print posters of small format locally on a local or network small format printer. In this case, you will use the small format printer installed on the operating system.

### Illustration



### Configure a printer

1. In the operating system settings open the 'Printers' folder ('Printers and faxes')
2. Add a small format printer when needed
3. Open the Client module
4. In the 'File' top menu, select 'Printer configuration'
5. In the list of printers installed on the operating system, select the small format printer to be used by default for local printing
6. Configure the printer driver settings
7. Set the 'Print options' and the advanced print options

'Print margins'	<p>Enter a value for the additional white space (software margins) to add around the poster. These margins will be added to the printer margins. Set also the size of the horizontal (X) and vertical (Y) gutter between 2 posters.</p> <p> <b>Note:</b> This poster spacing will not apply between the 2 sides of a double sided poster.</p>
'Crop marks'	<p>Define if the crop marks have to be printed:          'On': always, for each file (independently of the file settings)          'Off': never, for no file (independently of the file settings)          'File defaults': print the crop marks when they are set on the poster file          Define the 'Type' and 'Size' of the crop marks.</p>
'Double sided'	<p>Check whether the printer allows duplex printing. So you can decide where to define the double siding.          Select 'Software' when your printer has no duplex capability or when you do not want to use it. When 'Software' is selected, the software will print the recto and verso of the poster on the same sheet. You will obtain the double sided poster by folding the sheet in two.          Select 'Printer' when the printer has duplex capabilities (and is configured as default for that).          The 'Double sided offsets' fields allow to define a vertical and horizontal shift between the 2 sides of the poster.</p>
'Paper color'	<p>Select the default color of paper on this printer.          When several colors are available on a printer, create different instances of the printer to use one instance per color.          When you activate 'Print posters on white background' the background of the poster file is not printed and remains white.</p>
'Ink reduction (%)'	<p>Depending on the color of the paper, define the level of ink reduction for colored inks (the higher level of reduction, the clearer they will be) and for black ink (it will make gray)          The adjustment of this feature allows you savings on ink costs and avoid the paper deformation due to an excess of ink in dense areas.</p>
'Special'	<p>Select 'Print only one row' when you print several posters on a same roll via the 'Optimization' feature (wide format printer)          The software will send each row of posters separately to the printer and cut the roll according to the size of the image (check the setting in the wide format printer driver)</p>



## **Chapter 4**

# **Basic operations to create and send your first poster**

## Create and print or send your first poster

### Introduction

You can easily make and send your first poster for printing.

### Purpose

Open a template in the Client to complete and check the content of the poster.  
When the poster is ready, you can print it locally (small format) or send it to the print provider for printing.

### Update the chart from 'FTP'

The chart is automatically updated when you open the Client . When needed, you can manually check for an update:

1. On the top menu, select 'FTP '
2. In 'Graphical chart', select 'Verify new chart on FTP...'
3. When a new chart is detected, the application downloads it into the Posterizer Client/Chart\_date folder.

### Select a template to create the poster

1. In the 'Select a poster template' pane, click on the selected template to display the complete list of associated templates
2. Double click on the selected template to open it  
The application opens the template and displays a preview.  
The top panel displays the associated templates. The content and the name of these associated templates are the same, only the indication between '[' ']' signs changes (size, color, format). The eye icon shows which selected template is displayed in the preview panel.  
Double click on an associated template to set it as the main one.
3. In the top panel, check one or several associated templates
4. Enter the requested number of copies for each template
5. In case the template allows it, set the double sided, the sleeve and the background color settings  
When one of these settings is marked with a cross, you cannot change its value (locked in the template).

## Fill in the poster data

1. In the poster data panel, select a field to update
2. In the poster preview panel, check if the object highlighted is the correct one
3. In the poster data panel, fill in the content of each field to be filled in:
  - you must supply the content of a field displayed in red
  - you can change the content of a field in black
4. Check the changes in the poster preview panel

## Send a poster for print

1. Open 'File'/'Poster preview' to check the result and preview the poster in high quality  
Close the preview window.
2. At the bottom of the poster data panel (print panel), set:
  - the number of copies
  - the instructions to defer the printing (when needed)
  - the priority on the job
  - the message to attach to the job (when needed)
3. Click 'Send for print...'  
According to the size of the poster, the poster is directed to the FTP folder (wide format) or to the local spool (small format).



### *Note:*

You can check the maximum size of posters sent to the local spool in 'Configuration'/'Poster dispatcher settings...'.

4. - 'Local spool': click 'Print all...' to print the job to your local small format printer  
- 'FTP folder': click 'Upload all' to upload the poster to the FTP folder. It will then be available for printing by your print provider



### *Note:*

You can open the posters in the spool to check them, resize them, or delete them before printing.

## You can also...

### Connect to a .xls or .csv file to fill in the poster fields

1. In the top menu, click 'Database'
2. Select 'Connect'
3. Select the database file format
4. Browse to the location of the database file
5. Open the file
6. Select the table/sheet when requested
7. Validate to open the database content



**Note:**

Find detailed information related to the connection to a database in '[Connect to a CSV or Excel file](#)' on page 42.

### Send a collection of posters to print

1. In the 'Data' window, select a data record to print  
Check the poster preview in the preview panel
2. Click on the arrow to move the selected record to the list of posters to print (to the bottom part of the window)  
The application will create one poster per selected records and per selected associated template. It will automatically fill in the fields of the poster with data from the database. Click on the double arrow ('Select all records') to select all the records from the database. All the records are added to the list of selected records.
3. Click 'Send for print...'  
All selected posters are directed to the FTP folder (wide format) or to the local spool (small format).



**Note:**

You can check the maximum size of posters sent to the local spool in 'Configuration'/Poster dispatcher settings...'.  
4. - 'FTP folder': click 'Upload all' to upload the poster to the FTP folder. It will then be available for printing by your print provider  
- 'Local spool': click 'Print all...' to print the job to your local small format printer  
Posters will be printed following the settings set in the associated templates panel (templates selected, number of copies for each template...)



## Send a small format poster to the print provider

You can send your small format poster to the print provider for printing.

1. Display the poster on the main screen
2. Fill in the poster fields
3. In the print panel click, on the FTP line, click 'Save'  
The poster is added to the list of posters to be uploaded to the FTP folder.
4. Upload it to the FTP folder. It will be available for download by the print provider.

You can also...

---

# **Chapter 5**

## **Advanced settings**

# Load a chart

## Update the chart

### Introduction

You create posters from the templates generated by the print provider and stored in the chart (shared on the FTP folder).

You downloaded the chart the first time you open the application (see ['Download the chart'](#) on page 15).

### When to do

Before you create new posters, check whether the chart has been modified on the FTP folder.

The print provider updates the custom chart containing templates, formulas, fonts...on the FTP server.

1. In the top menu select FTP
2. Select 'Graphical chart' and 'Verify new chart on FTP...'

### Result

The system checks if there is a new chart available on the FTP. When the chart is available, the complete chart is downloaded locally from the FTP.

# Create or open a poster

## Create a poster from a template

### Illustration



[7] Select a template

### Select a template

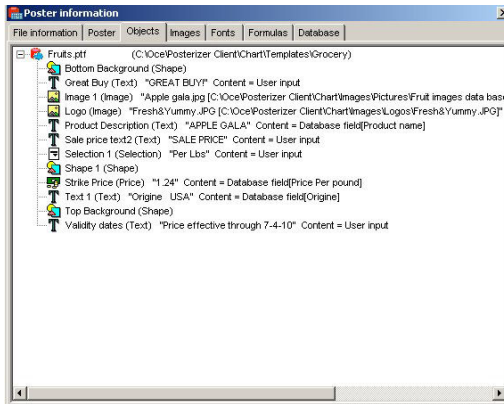
1. Select a poster template  
Templates are organized in folders. Only the first template in a folder is displayed as a thumbnail.
2. Click on the template thumbnail to display the list of all templates in the folder
3. Select the relevant template  
The template opens in the application. You can check it in the preview panel.



#### Note:

All the other associated templates are displayed in the top panel: they are posters with same name, same content but different size or background color (for example)  
Select them in the application top panel if you want to send them for printing, along with the main one.

### Illustration



[8] 'Poster information...'

### Get information on the poster created from a template

1. In the top menu select 'File'
2. Select 'Poster information...' to open the 'Poster information' window
3. You can check:
  - the location, name, and properties of the template file
  - the 'Poster' properties
  - the 'Objects' used in the template and their properties
  - the 'Images', 'Fonts', and 'Formulas' used in the template. A missing element is written in red color.
  - the 'Database' to which the template is related, when any. A missing database is marked with a red cross.

# Open a poster

## Introduction

You can open already created posters to edit them.

## Open a saved poster

1. In the top menu, select 'File'
2. Select 'Open...' to open the folder where the saved posters are stored
3. Search and select the poster
4. Click 'Open' to open it in the Client



*Note:*

Only the poster opens. The related templates are not available.

## 'Open poster from log file'

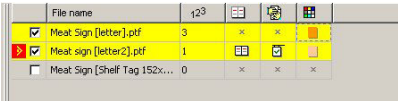
1. In the top menu, select 'File'
2. Select 'Open from log file...'  
A search window pops up
3. Enter one or several keywords from the poster
4. Click 'Next'
5. Select the poster in the list of posters recorded in the 'Log file'
6. Click 'OK' to open it in the Client

# Adjust the poster properties

## Purpose

When the selected template allows it, you can adjust some poster properties.

## Illustration



1. In the top menu, select 'Poster'
  2. Check and adjust the available poster properties: double-sided, sleeve printing, background color
- You can check or uncheck the available settings (written in black)
- You cannot modify the grayed out settings. They are locked in the selected template.



**Note:**  
The changes you make for a template apply only to this template. The associated templates remain unchanged.

## Result

You can see and check the changes in the associated templates panel.  
Any change is immediately displayed in the preview panel.

## Preview the poster and set the 'Double sided type'

1. In the top menu, select 'File'
2. Select 'Poster preview'
3. Use the icons to select 'Horizontal double sided' or 'Vertical double sided'
4. You can preview the poster the way it will be printed



# Resize a poster

## Purpose

You can resize a poster to change the size set in the template

1. In the top menu, select 'File'
2. Select 'Resize'
3. In the 'Select size' window, select a standard or a custom page size.
4. Check or uncheck the 'Resize objects' when needed

# Create a connection to a database

## Connect to a CSV or Excel file

### Purpose

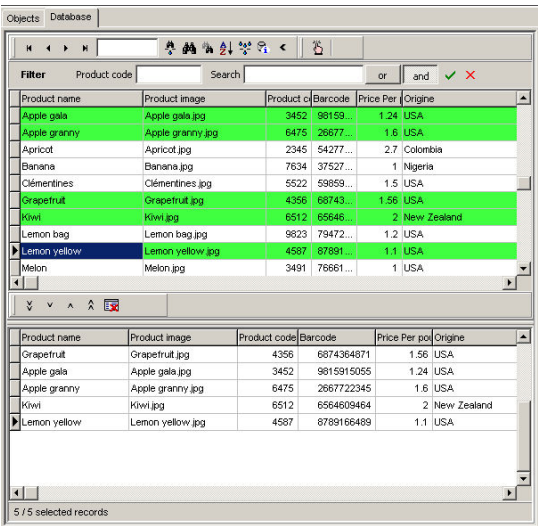
You can fill in automatically the content of posters with the data from a .csv or .xls file.

### Before you begin

The objects in the poster and the fields of the data file (csv, xls) must match. The poster template must have been designed using the fields names of the data file ('Content source': 'Database').

When the data file associated to a template is stored in the chart, the connection to the data file is automatic when you create a poster from the template.

### Illustration



### Connect to a data file

1. Open or create a poster
2. In the top menu, select 'Database'
3. Select 'Connect'

4. Select the format of the data file (CSV, Excel)
5. Browse to the location of the file
6. Open the file
7. Select the table or sheet when requested

## Result

The 'Database' tab displays the content of the data file.

Select the data records to display them in the poster data panel ('Objects' tab) and in the preview panel.

## Display the content of the data file

1. In the poster data panel, check if the data file is connected
2. To display the complete data file in the 'Data' window, click the 'View' icon  
The 'Database' tab opens
3. In the top menu ('Database' tab) click the hand icon to display the 'Selection field'
4. Check or select the field to be set as the index key
5. To display a preview of a poster for each record of the data file, click the left/right arrows

# Connect to a database

## Introduction

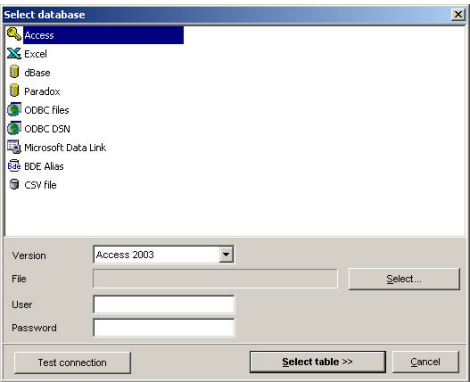
You can get posters data from different database connections and sources:

Connections: <ul style="list-style-type: none"><li>■ ODBC</li><li>■ ADO</li><li>■ BDE Alias</li><li>■ ...</li></ul>	Sources <ul style="list-style-type: none"><li>■ Access</li><li>■ DB2</li><li>■ Oracle</li><li>■ ...</li></ul>
---	---

## Before you begin

The objects in the poster and the fields of the database must match. The poster template must have been designed using the fields names of the database ('Content source': 'Database').

## Illustration



## Connect to a database



**Note:**

When the template is related to a database stored in the chart, the connection to the database is automatically made when you create a poster from the template. Make sure you perform the steps 7 and 8 (below) to be able to select the records.

1. In the top menu, select 'Database'

2. Select 'Connect'
3. Select the format of the database
4. Browse to the location of the database file or open the connection
5. Open the database
6. Select the table to use
7. In case of a .csv or .xls file, click the hand icon to open the 'Selection field'
8. Select the field to be used as the index primary key

# Set the content of the poster

## Fill in the fields of a poster

### Introduction

A poster is made of different objects: 'Image', 'Text', 'Formula', 'Price'...

In the template, the objects can be set as editable or fixed. The user input can be set as free, required or forbidden.

In the Client you are able to fill in the objects fields for which content is free or required. The required fields are displayed in red font.

You can manually fill in the content of the fields or import it from a data file.

### Illustration

Title 1 : Camera Perfect Class FGS

Title 2 : 23-250 mm

Description :

For perfect photos, fast and simple, there's nothing better  
Perfect Class FGS. With powerful features including a 1C  
XDAV Sensor, Camera Perfect Class XS2 processor, fast  
It's a digital powerhouse. With simple, easy-to-use contric  
design, a 2.5-inch LCD monitor, and Live View Function, i  
dream come true.

Specification :

Digital, single-lens reflex, AF/AE camera with built-in  
flash

Recording / Media :

SD memory card, SDHC memory card  
Image Sensor Size  
22.2mmx 14.8mm

Compatible Lenses :

Perfect FGS lenses (including FGS-I lenses)  
(35mm-equivalent focal length is  
approx. 1.6x the lens focal length)  
Lens Mount

Price :

52300

Item code :

123456780

Bar code (Gencod 39) :

1223456

Technical logos

Logo 1 :

Logo\_digic3.jpg

Logo 2 :

Logo\_usb.jpg

Logo 3 :

Logo\_lcd.jpg

Logo 4 :

Logo\_directprint.jpg

Images

Main image :

Example\_maincamera.jpg

Other image 1 :

Example\_1\_camera.jpg

New...

Other...

Send for print...

3

### Manually fill in the poster data

1. Create or open a poster
2. In the poster data panel, select a field of the poster

The content of the field is highlighted in the poster data panel and the object is surrounded in the poster preview panel.

3. In the top menu, select 'Object' to display the menu of the settings and properties that are available for this object
4. Check or adjust the object settings and properties
5. In the poster data panel enter the content in the field (when required or allowed)
6. Repeat the action for all poster fields to fill in

### Fill in the poster fields with the content of a database file

1. On the top of the poster data panel, check if the database is connected
2. To display the database content, go to the 'Database' tab of the poster data panel
3. Click the hand icon to display the 'Selection field'
4. Check or select the database field to be set as the index key
5. To display a preview of a poster for each record of the database, select the records or click the left/right arrows

### Filter/Search in a database file

1. In the poster data panel, check if the database is connected
2. To display the database content, go to the 'Database' tab of the poster data panel
3. In the top menu ('Database' tab) type one or several words in the 'Search' field
4. Select 'and' to search for records that contain all the words, select 'or' to search for records that contain one of the words.
5. Click the green tick to start the search



#### *Note:*

You can also search for a record directly in the poster data panel:

- Enter the reference of the record in the related field

Example: type '123' in a 'Code' field

- Click on the glasses near to the field

The application will display the records which hold '123' as the code number.

### Result

The 'Send for print' button becomes red to indicate that a change was made in the poster.

When the content of the poster fields is complete, you can:

- Check the poster settings and options

- Preview the poster
- Send the poster for printing
- Print the poster locally
- Save the poster



## Preview a poster

### Introduction

In the preview panel, you check the content of a poster.

In the 'Poster preview' you can check the poster as it will be printed

1. Create or open a poster
2. Fill in the poster data
3. In the top menu select 'File'
4. Select 'Poster preview'

### Result

A high resolution preview of the poster is displayed, full screen.

You can:

- Test the layout of the double-sided option (horizontal or vertical)
- Click on the print icon to print the poster locally (small format only)

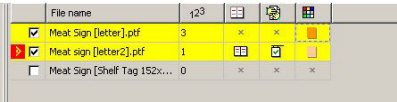
Click 'Close' to exit the preview and come back to the main window.

# Create a set of posters (associated templates)

## Purpose

You can print a set of posters with the same content but based on different associated templates.

## Illustration



1. Create a new poster from a template
2. Fill in the poster objects fields
3. In the associated templates panel, check the other poster templates to print



**Note:**

The content of the objects fields will be the same for all posters

4. When available, check and adjust the properties of each associated poster: click on the icons to set the double-sided, sleeve printing, background color.



**Note:**

To be able to preview an associated template you must set it as the main one: double click on it. The current main template becomes an associated template and the selected template becomes the main one.

5. Set the number of copies of each poster

## Result

The set of posters is ready to be sent for printing.

# Print a poster: Send to the FTP folder / print locally

## Send a poster/set of posters for printing

### Purpose

When a poster is ready to print, send it for local or distant (print provider) printing.

### When to do

After the:

- Fill in of the poster data
- Check of the poster properties
- Check of the poster preview
- Selection of the associated templates (when any)

### Illustration



### Set the print settings and print

1. From the print settings panel (at the bottom of the poster data panel), set the number of copies to print
2. To defer the printing, select the date and time when the print provider must print the job
3. To put high priority on the job, select the '!' icon
4. To attach a message to the poster:
  - Select the 'mail' icon
  - Click the 'edit' icon to compose and view your message
 The message will be displayed in the print provider application
5. Click 'Send for print...'
 

According to the size of the poster, the poster is directed to the FTP folder (wide format) or to the local spool (small format)



### *Note:*

You can check the maximum size of posters sent to the local spool in 'Configuration'/'Poster dispatcher settings...'.

6. - 'Local spool': click 'Print all...' to print the job to your local small format printer  
- 'FTP folder': click 'Upload all' to upload the poster to the FTP folder. It will then be available for printing by your print provider

## Open a sent poster

You can open the list of posters that are in the spool (local or before the upload to the FTP folder)

1. Click 'Open...'  
That opens the folder where all posters waiting to be printed or uploaded are stored. In the local spool folder, you can also see the status of the posters
2. In the local spool folder, select one or several posters to:
  - Add them to the print list
  - Display and check them
  - Resize them
  - Delete themYou can check and adjust the 'Printer configuration...'
3. Click 'Print' to print one or several posters to the local printer
4. Check the status in the 'Printed posters' tab
5. In the FTP folder, you can check the list of posters to be uploaded to the FTP  
You can also:
  - Display and check a poster
  - Rename or delete a file

## Send a small format poster to the print provider

You can send your small format poster to the print provider for printing.

1. Display the poster on the main screen
2. Fill in the poster fields
3. In the print panel click, on the FTP line, click 'Save'  
The poster is added to the list of posters to be uploaded to the FTP folder.
4. Upload it to the FTP folder. It will be available for download by the print provider.

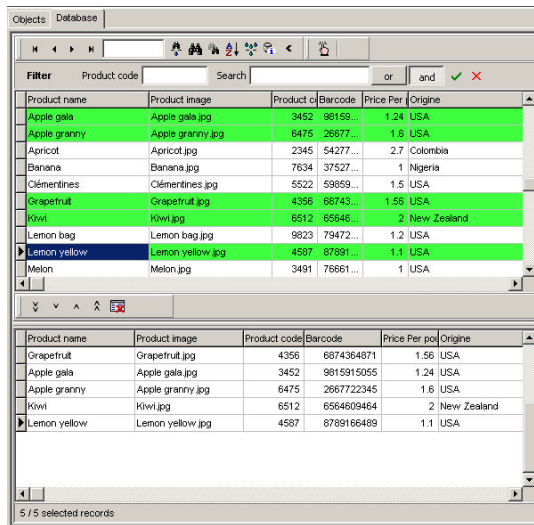
## Print posters generated from a data file

### Purpose

Print a set of posters based on a template connected to a data file.

The application will generate one poster to print per selected record in the data file and per selected associated template.

### Illustration



Product name	Product image	Product code	Barcode	Price Per	Origine
Apple gala	Apple gala.jpg	3452	98159...	1.24	USA
Apple granny	Apple granny.jpg	6475	26677...	1.6	USA
Apricot	Apricot.jpg	2345	54277...	2.7	Colombia
Banana	Banana.jpg	7634	37527...	1	Nigeria
Clémentines	Clémentines.jpg	5522	59859...	1.5	USA
Grapefruit	Grapefruit.jpg	4356	68743...	1.56	USA
Kiwi	Kiwi.jpg	6512	65646...	2	New Zealand
Lemon bag	Lemon bag.jpg	9823	79472...	1.2	USA
Lemon yellow	Lemon yellow.jpg	4587	87891...	1.1	USA
Melon	Melon.jpg	3491	76661...	1	USA

Product name	Product image	Product code	Barcode	Price Per	Origine
Grapefruit	Grapefruit.jpg	4356	6874364871	1.56	USA
Apple gala	Apple gala.jpg	3452	9815915055	1.24	USA
Apple granny	Apple granny.jpg	6475	2667722345	1.6	USA
Kiwi	Kiwi.jpg	6512	6564609464	2	New Zealand
Lemon yellow	Lemon yellow.jpg	4587	8789166489	1.1	USA

5 / 5 selected records

### Create a set of posters to send for print

1. Create or open a poster
2. Connect to the associated data file
3. From the top menu of the 'Database' tab, click the hand icon to display the 'Selection field'
4. Check or select the database field to be set as the index key
5. In the 'Database' tab, select one record to print (a row in the table)
6. Check the content of the poster in the preview panel
7. Click the down arrow to select the current record.  
The selected record is highlighted in green in the table.  
It is stored in the list of record to print.
8. Repeat the operation for every record to print  
Click the up arrow to remove a record from the list of records to print  
Click the double arrows to add or remove all the records

## Make a query to filter the records to print

1. Connect to a data file or go to the 'Database' tab of the poster data panel
2. Create a query to filter the records:
  - Enter the elements of the query in the 'Search' field (text, number...)
  - Select the operator: 'or' or 'and'
3. Click the green tick to launch the query  
Only the filtered records remain in the table.

## Sort the records of the data file

1. Connect to a data file or go to the 'Database' tab of the poster data panel
2. Select the category to sort on
3. Click on the column title of this category  
All the records are grouped by category and by alphabetical/numerical order
4. Select the records to add to the list of records to print

## Result

Click 'Send for print' to send the selected posters (and associated templates when selected) to

- The local spool (small format posters)
- The list of posters to be uploaded into the FTP folder

# Make a batch print ('Request database')

## Open a 'Request database'

### Purpose

You can create an Excel or a CSV file that will automatically generate posters from data and templates.

Open the file to select or sort the records to print the posters, or send the file to the print provider as a batch (see *'Print a 'Request database' as a batch' on page 57*).

### Before you begin

Create the database request file (.xls or .csv), see *'Format of a 'Request database' command file' on page 58*.

Close any poster open in the application.

### Illustration

The screenshot shows a window titled 'Data' with a table of products. The table has columns: Product name, Product image, Product c, Product type, Price per, Discount, Barcode, Origine, Template1, Copies1, Template2, and Copies2. The row for 'Beef Rd Sirloin Tip...' is highlighted in green. Below the table is a button labeled 'Send "RequestDB" for print...'. Below the button is another table with the same columns as the main table, showing the selected row.

Product name	Product image	Product c	Product type	Price per	Discount	Barcode	Origine	Template1	Copies1	Template2	Copies2
Veal Breast	Veal Breast.jpg	12456...	Veal	8.95	7.95	54545...	USA	Meat Sign (letter)	1	Shelf Tag Meat(15...	2
Veal Stew	Veal Stew.jpg	12456...	Veal	6.95	5.95	54546...	USA	Meat Sign (letter)	1	Shelf Tag Meat(15...	0
Veal Breast Roll B...	Veal Breast Roll B...	12456...	Veal	7.95	6.95	54546...	USA	Meat Sign (letter)	1	Shelf Tag Meat(15...	2
Veal Shoulder Bla...	Veal Shoulder Bla...	12457...	Veal	8.95	7.95	54546...	USA	Meat Sign (letter)	1	Shelf Tag Meat(15...	1
Beef Loin Porterh...	Beef Loin Porterh...	12457...	Beef	7.95	6.95	54547...	Argentina	Meat Sign (letter)	2	Shelf Tag Meat(15...	1
Beef Top Round S...	Beef Top Round S...	12457...	Beef	5.85	4.85	54547...	Argentina	Meat Sign (letter)	2	Shelf Tag Meat(15...	1
Beef Rd Sirloin Tip...	Beef Rd Sirloin Tip...	12457...	Beef	10.95	9.95	54548...	Argentina	Meat Sign (letter)	2	Shelf Tag Meat(15...	1
Beef Top Loin Stea...	Beef Top Loin Stea...	12457...	Beef	6.95	5.95	54548...	USA	Meat Sign (letter)	2	Shelf Tag Meat(15...	1

Send "RequestDB" for print...

Product name	Product image	Product c	Product type	Price per	Discount	Barcode	Origine	Template1	Copies1	Template2	Copies2
Beef Rd Sirloin Tip...	Beef Rd Sirloin Tip...	12457...	Beef	10.95	9.95	54548...	Argentina	Meat Sign (letter)	2	Shelf Tag Meat(15...	1

### Open and check a 'Request database'

1. In the top menu, select 'Database'
2. In 'Request database' select 'Open "Request" database...'
3. Select the Excel or CSV format
4. Click the 'Select'... button to browse to the file and open it
5. Click 'OK' to open the file
6. In the top menu ('Data' window) click the hand icon to display the 'Selection field'
7. Check or select the database field to be set as the index key

## Result

The 'Data' window displays a table that contains the poster data, the templates to use and the number of copies for each template.

## Select and print records

1. In the 'Data' window, select a record to print
2. Click the down arrow to add the record to the table of selected records (click the double down arrow to select all records)
3. When all needed records are selected, click '&Send "RequestDB" for print...' to send them to print

## Result

The posters to print by the print provider are ready to be uploaded to the FTP folder. Click 'Upload all' to make them available on the FTP folder.



## Print a 'Request database' as a batch

### Purpose

Build a list of requests database files to generate posters and send them to FTP folder as a batch.

### Before you begin

Create the request database files (.xls or .csv), see *'Format of a 'Request database' command file'* on page 58.

Close any poster open in the application.

1. In the top menu, select 'Database'
2. In 'Request database' select 'Print "Request" databases...'
3. Select one or several print request files (.xls or .csv files)
4. Click 'Send all "Print request" posters to the Print Manager...'

### Result

The application generates all the poster files from the request files and send them to the list of posters to upload to the FTP.

Click 'Upload all' to make them available on the FTP folder.

# Format of a 'Request database' command file

## Illustration

Product name	Product image	Product code	Product type	Price per	Discount	Barcode	Origine	Template1	Copies1	Template2	Copies2
Veal Breast	Veal Breast.jpg	12456...	Veal	8.95	7.95	54545...	USA	Meat Sign [letter]	1	Shelf Tag Meat[15...	2
Veal Stew	Veal Stew.jpg	12456...	Veal	6.95	5.95	54546...	USA	Meat Sign [letter]	1	Shelf Tag Meat[15...	0
Veal Breast Roll B...	Veal Breast Roll B...	12456...	Veal	7.95	6.95	54546...	USA	Meat Sign [letter]	1	Shelf Tag Meat[15...	2
Veal Shoulder Bla...	Veal Shoulder Bla...	12457...	Veal	8.95	7.95	54546...	USA	Meat Sign [letter]	1	Shelf Tag Meat[15...	1
Beef Loin Porterh...	Beef Loin Porterh...	12457...	Beef	7.95	6.95	54547...	Argentina	Meat Sign [letter]	2	Shelf Tag Meat[15...	1
Beef Top Round S...	Beef Top Round S...	12457...	Beef	5.85	4.85	54547...	Argentina	Meat Sign [letter]	2	Shelf Tag Meat[15...	1
Beef Rd Sirloin Tip...	Beef Rd Sirloin Tip...	12457...	Beef	10.95	9.95	54548...	Argentina	Meat Sign [letter]	2	Shelf Tag Meat[15...	1
Beef Top Loin Steak	Beef Top Loin Steak	12457...	Beef	6.95	5.95	54548...	USA	Meat Sign [letter]	2	Shelf Tag Meat[15...	1

Send "RequestDB" for print...

Product name	Product image	Product code	Product type	Price per	Discount	Barcode	Origine	Template1	Copies1	Template2	Copies2
Beef Rd Sirloin Tip...	Beef Rd Sirloin Tip...	12457...	Beef	10.95	9.95	54548...	Argentina	Meat Sign [letter]	2	Shelf Tag Meat[15...	1

[17] 'Request database' file: .xls

The 'Request database' command file is a .xls or .csv file.  
This file contains a list of records.

The first line in the file is the header. It declares the fields and the print settings to be used to print the posters:

The database fields	The name of the fields For example: 'Product name'; 'Product image'; 'Product code'...
The templates	When associated templates are requested, there must be as many templates declared in the file as the number of associated templates. Example: if 2 templates are to be printed, the first line in the file must declare : 'Template1', 'Template2'
The number of copies of each template	Close to each template field, there must be an associated 'Copies' field. Example: 'Template1;Copies1;Template2;Copies2'

Each record line is composed of :

---

Each field value	The content of the fields declared in the first line Example: 'Veal Breast';'Veal Breast.jpg';'12456745'....
Each template name	The name of each template file declared in the first line (Template1, Template2...) The template must contain objects whose content match the fields in the table Example: 'Meat Sign [letter].ptf'
The number of copies	Integer that specifies the number of copies for each template# that have to be generated for the record. Example: to print 1 copy of template 'Meat Sign [letter]': 'Meat Sign [letter].ptf;1'

The template files (.ptf) must be located (anywhere) under the templates folder of the chart folder.

# Save posters

## Save or export a poster

### Introduction

Save a poster to store it for a later reuse.

Export a poster to use it as an image in other applications

1. Create (or open) a poster
2. In the top menu select 'File'
3. Select 'Save as...' (or 'Save' after a modification of an already saved poster)
4. In the 'Save file' window, select or create the folder where you will store the poster file
5. Change or keep the 'File name'
6. Click 'Save'

### Result

The poster is stored in the folder.

You will be able to edit, modify, and save it when needed.

### Export a poster

1. In the top menu select 'File'
2. Select 'Export...'
3. Select the format of the image (.bmp, .emf, .tiff, .jpg...)
4. When requested, set the properties of the image file (size, resolution..)
5. Click 'Export'

# View and manage the log file

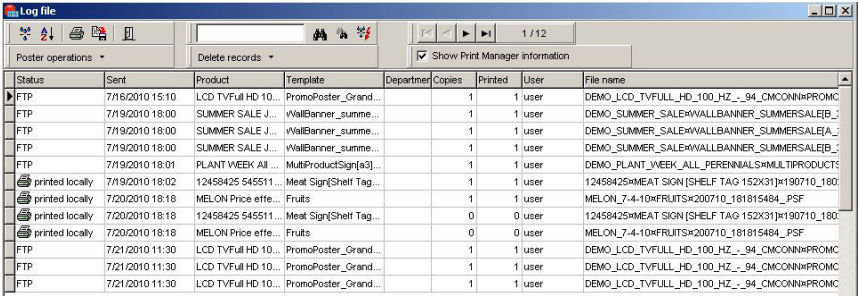
## View, print or archive the 'Log file'

### Introduction

You can make reports of the activity of the Client .  
This report can display:

- the posters sent by the Client to the FTP folder
- the status of the jobs printed locally

### Illustration



The screenshot shows the 'Log file' application window. It has a menu bar with 'Poster operations', 'Delete records', and 'Show Print Manager information'. Below the menu bar is a table with the following columns: Status, Sent, Product, Template, Departmer, Copies, Printed, User, and File name. The table contains several rows of log entries, including FTP uploads and local prints.

Status	Sent	Product	Template	Departmer	Copies	Printed	User	File name
FTP	7/16/2010 15:10	LCD TVFull HD 10...	PromoPoster_Grand...		1	1	user	DEMO_LCD_TVFULL_HD_100_HZ_..._94_CMCONN#PROMC
FTP	7/19/2010 18:00	SUMMER SALE J...	vWallBanner_summe...		1	1	user	DEMO_SUMMER_SALE#WALLBANNER_SUMMERSALE#B...
FTP	7/19/2010 18:00	SUMMER SALE J...	vWallBanner_summe...		1	1	user	DEMO_SUMMER_SALE#WALLBANNER_SUMMERSALE#A...
FTP	7/19/2010 18:00	SUMMER SALE J...	vWallBanner_summe...		1	1	user	DEMO_SUMMER_SALE#WALLBANNER_SUMMERSALE#B...
FTP	7/19/2010 18:01	PLANT WEEK All ...	MultiProductSign(a3)...		1	1	user	DEMO_PLANT_WEEK_ALL_FERENNIALS#MULTIPRODUCTS...
printed locally	7/19/2010 18:02	12458425 545511...	Meat Sign(Shelf Tag...		1	1	user	12458425#MEAT SIGN(SHELF TAG 152X31)H190710_180...
printed locally	7/20/2010 18:18	MELON Price effe...	Fruits		1	1	user	MELON_7-4-10#FRUITS#200710_181815484_PSF
printed locally	7/20/2010 18:18	12458425 545511...	Meat Sign(Shelf Tag...		0	0	user	12458425#MEAT SIGN(SHELF TAG 152X31)H190710_180...
printed locally	7/20/2010 18:18	MELON Price effe...	Fruits		0	0	user	MELON_7-4-10#FRUITS#200710_181815484_PSF
FTP	7/21/2010 11:30	LCD TVFull HD 10...	PromoPoster_Grand...		1	1	user	DEMO_LCD_TVFULL_HD_100_HZ_..._94_CMCONN#PROMC
FTP	7/21/2010 11:30	LCD TVFull HD 10...	PromoPoster_Grand...		1	1	user	DEMO_LCD_TVFULL_HD_100_HZ_..._94_CMCONN#PROMC
FTP	7/21/2010 11:30	LCD TVFull HD 10...	PromoPoster_Grand...		1	1	user	DEMO_LCD_TVFULL_HD_100_HZ_..._94_CMCONN#PROMC

### Create a log file report: set the filter

In the 'Log file' top menu, select 'View log file...' to open the Logfile 'Filter and sort' window.  
In this window you can select the filters for the report:

You can filter on:	To display the report for:
'User'	- only a selected user who sent the poster to the Print Manager - 'all' to display a global report with all users
'Template'	- only one specific template - 'all' templates
'Full text filter'	only the posters containing this text
'Period'	a specific date or period of time when the Print Manager processed the jobs

Define the criteria and the order to sort the posters in the report.

### Create a log file report: define the 'Log file settings' (Administrator only)

- Log in as an Administrator (In the 'Configuration' top menu, select 'Administrator login' and enter the password)
- In the 'Log file' top menu, select 'Settings...' to open the Logfile 'Log file settings' window.
- Define the log process and frequency:  
Select the behavior for logging: frequency and content of the recording. By default, it will log the actions of the 7 last days.  
Optimize the access to the logfile (for a faster access)

By default, there is no log file archived.

### Manage the log file: print, export and clear the report

The log file displays the requested report, according to the filter you set.



#### *Note:*

Regularly clear the report to clean up the logfile database and optimize the future access time.

The 'File name' is the name of the .psf file sent to the printer.

Double click on a column header (or click the 'Sort' icon) to sort the jobs by this criteria (by date or by user for example).

You can move and resize the columns.

From this view you can click on the buttons in the top menu to:

- Revert to the 'Filter' tab
- Revert to the 'Sort' tab to sort the report by a specific criteria
- Print the full report
- 'Export the log file in a text file': a .csv file you can open in Excel for example
- Create and apply another 'Full text filter'
- Navigate through the report (using the arrows)
- Delete one record or all records in the report, clear the report or pack the data of the table into a database file and save it.
- Perform operations on posters. Select one poster in the list (a symbol appears in the first column) and deploy the 'Poster operations' menu to:
  - View the details of the poster
  - Edit the poster in the Client : you can then modify the poster and resend it

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